



BROWN COUNTY

25 Market St.
Aberdeen, SD 57401

COMMISSION/HR
(605) 626-7115
FAX (605) 626-4010
www.brown.sd.us

FULL TIME POSITION

JOB DESCRIPTION – STATES ATTORNEY LEGAL ASSISTANT POSITION

POSITION TITLE: **LEGAL SECRETARY I**

DEPARTMENT: States Attorney Office - consisting of the States Attorney, Chief Deputy Attorney, Deputy States Attorneys, Victims Specialist and Administrative Staff which are all full-time positions and includes two part-time Deputy Attorneys.

GENERAL DEFINITION OF WORK:

- Performs extensive data entry and word processing operations.
- Filing, scheduling of attorneys/ court appearances/witnesses, and general para-legal duties.
- Prepares general correspondence, summons, complaints, warrants and legal memorandums.
- Receives request for reports and information and is required to transmit appropriate documents to requesting officials.
- Review law enforcement reports and transmits the same information to the proper attorney.
- Summarizing and organizing medical reports, police reports, and scientific reports.
- Extensive work utilizing Microsoft Word.
- Works under the supervision of the States Attorney. Work is reviewed by observation, monitoring and review of documents, records and reports.
- Perform other duties as assigned, including notifying supervisor of concerns.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use all Microsoft Office products proficiently.
- Typing and general clerical skills.
- Must exercise judgement and must be able to preserve information in strict confidence.
- Ability to use a computer, copy machine, and any other office equipment.
- Ability to think clearly and act quickly and calmly in a highly stressful work environment.
- Ability to perform work which requires skill and knowledge of diction, grammar and spelling.
- Ability to understand and follow complex oral and written instructions.
- Ability to maintain effective working relations with other personnel, agencies and the public.
- Ability to deal with the public and employees tactfully and courteously.
- Ability to keep accurate records.

MINIMUM QUALIFICATIONS:

High school diploma or general education degree (GED) will be the minimum level of education that will be considered.

Must be proficient in the use of word processing programs with Microsoft Word preferred and be able to type on a computer key board at a rate of 40 words per minute with accuracy and proficiency.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one settings and small group situations.

Ability to perform basic mathematical functions.

Ability to possess or be able to obtain a valid SD driver's license.

PHYSICAL REQUIREMENTS:

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.

BROWN COUNTY STATES ATTORNEY LEGAL ASSISTANT POSITION

Brown County is seeking a responsible individual for the full-time position of Legal Assistant which falls under Legal Secretary I. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Human Resources Department. Salary is \$15.33 per hour with annual step increases and cost of living raises. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., June 22, 2018 to Brown County Commission Asst. /HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7115, fax (605) 626-4010, email Gary.Vetter@browncounty.sd.gov.

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.